

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, Address, Telephone No.)	FOR COURT USE ONLY
ATTORNEY FOR (Name): _____ Bar No: _____	
SUPERIOR COURT OF CALIFORNIA, COUNTY OF ORANGE JUSTICE CENTER: <input type="checkbox"/> Central <input type="checkbox"/> Harbor <input type="checkbox"/> North <input type="checkbox"/> South <input type="checkbox"/> West STREET ADDRESS: P.O. BOX: CITY AND ZIP CODE:	
PLAINTIFF:	
DEFENDANT:	
PROOF OF SERVICE BY PERSONAL DELIVERY OR MAIL <input type="checkbox"/> Limited Civil <input type="checkbox"/> Over \$25,000	CASE NUMBER:

<p style="text-align: center;">INSTRUCTIONS</p> <p>An Answer or Notice must be served by anyone at least 18 years of age EXCEPT BY A PARTY TO THIS LEGAL ACTION. This type of service is used on most documents subsequent to service of the summons and complaint. Service is made by one of the following ways:</p> <p>(1) Personally delivering a copy to the attorney for the other party, if no attorney, to the other party.</p> <p style="text-align: center;">OR</p> <p>(2) By mailing a copy, postage prepaid to the last known address of the attorney for the other party or, if no attorney, to the other party.</p> <p>Be sure whoever serves the document fills out and signs this proof of service. File the original document along with the original Proof of Service with the Court as soon as possible thereafter.</p>
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PROOF OF SERVICE

1. At the time of service I was at least 18 years of age and not a party to this action.
2. Name of document served:
3. I served the above mentioned document as follows:
 - a. ☐ **Personal delivery.** I personally delivered the above mentioned document as follows:
 - (1) Name of person served:
 - (2) Address where served:
 - (3) Date served:
 - (4) Time served:
 - b. ☐ **Mail.** I deposited the above mentioned document in the United States mail, in a sealed envelope with postage fully prepaid. The envelope was addressed as follows:
 - (1) Name of person served:
 - (2) Address:
 - (3) Date of mailing:
 - (4) Place of mailing (city and state):
 - (5) I am a resident of or employed in the county where this mailing took place. My residence of business address is (specify):

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: _____

PRINT OR TYPE NAME

SIGNATURE OF PARTY THAT SERVED DOCUMENT(S)

PROOF OF SERVICE BY PERSONAL DELIVERY OR MAIL